



## JOB OPPORTUNITY

If it's a challenging position you're looking for,  
we have the ideal job for you.

**CLASSIFICATION:** *LIBRARIAN*

**TENURE/TIME BASE:** *PERMANENT/FULL TIME*

**BUREAU/SECTION:** *STATE LIBRARY SERVICES/ WITKIN STATE LAW LIBRARY*

**SALARY:** *\$4195 - \$5097*  
*(Salary will be adjusted accordingly to comply with the Personal Leave Program 2010)*

**SUMMARY:** Under the direct supervision of the State Law Librarian, the incumbent's major responsibility is providing legal reference assistance to State Library patrons. The incumbent is also the lead coordinator for providing text and operative dates of criminal statutes to other state agencies, as well as participating in special projects as required.

### **DUTIES:**

- **Reference and Interlibrary Reference Services.** Delivers reference and information services by responding to patron and interlibrary inquiries received in the Law Library, by telephone or fax, by e-mail, or via the library's other online reference services. Required responses include, but are not limited to, bibliographic searches in the library's online catalog or in other online or hardcopy databases; consulting reference resources in online or hardcopy formats; selecting published secondary legal authorities and recommending appropriate publications for patron use; and making referrals, as appropriate, to other CSL public services sections, other libraries, or Internet resources. This function involves acting as lead coordinator for requests from other state agencies for text and operative dates of older criminal statutes, e.g., "Megan's Law" inquiries from the Dept. of Justice and the CA Dept. of Corrections and Rehabilitation.
- **Bibliographies, Pathfinders and Links.** Prepares and updates guides to legal information resources for staff, patrons and users throughout the state. This includes revising and updating "Witkin State Law Library – Selected Legal Links" which, as well as being used in the State Library, is distributed to numerous other individuals and state agencies (POST, Legislative Counsel, Caltrans etc.). The incumbent in this position also plans and teaches training classes on legal research for other librarians and state workers.
- **Special projects and assignments.** Provides reports as requested by the Law Librarian. Also performs duties of other staff members during their absences, as required.

- **Collection Maintenance and Development.** Participates in the selection of commercially published law resources; participates in the selection and placement of federal and state depository items in Law or Government Publications; and prepares lists of cancelled materials for distribution to users and for internal use.

### **DESIRABLE QUALIFICATIONS:**

- Ability to prioritize assignments and work independently to accomplish tasks
- Ability to use computers including various software programs such as Excel and Word
- Ability to interpret policies and workflow guidelines and independently apply them
- Works both independently and in a team environment
- Communicates clearly, respectfully, and sensitively, both orally and in writing
- Works cooperatively with staff at all levels within CSL
- Maintains good relations with the public and library staff
- Exhibits a positive, professional and friendly service approach with dealing with staff and contacts
- Works under occasionally stressful situations
- Maintains consistent, predictable attendance
- Exercises good judgment, evaluates situations accurately, and takes effective action within the scope of job duties
- Ability to sit for extended periods of time at public services desks and in staff offices
- With assistive technology, if necessary, ability to operate a PC keyboard, mouse and barcode reader for extended periods of time
- Ability to operate microfiche/microfilm machines, photocopiers, and scanners
- Ability to handle large, heavy library books and other library materials
- Ability to climb stack ladders and stoop to reach bottom shelves in the stacks
- Ability to move heavy book trucks throughout the stacks and maneuver them up and down stack elevators
- Ability to turn handles on manually-operated compact library shelving units

### **KNOWLEDGE AND EXPERIENCE:**

- Experience providing law reference service to patrons in person, by phone and online
- Knowledge of the California and U.S. legal structure and systems
- Knowledge of principles, trends and practices of professional librarianship
- Knowledge of standard reference sources and research methods, particularly in law
- Knowledge of circulation routines and collection management principles

### **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the Human Resources Service Office, Library & Courts Building II, 900 N Street, Suite 400. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed. Any pending offer of employment that is not an intradepartmental lateral transfer or promotion will be subject to receiving hiring freeze exemption approval.**

### **EQUAL OPPORTUNITY EMPLOYER**